



M & E Technical Services, LLC
5751 Briar Hill Rd. Bldg. 25
Lexington, KY 40516

Logistics Analyst II

Department: Operations

FLSA Status: Exempt

Location: Lexington, KY or Huntsville, AL

Job Status: Full Time

Reports To: Director of Operations

Amount of Travel Required: 10%

Supervises others: No

POSITION SUMMARY

The selected candidate will be responsible for providing a broad range of logistical analysis and operational services to a small business supporting the prime contractor Honeywell Technical Solutions Incorporated (HTSI) conducting Total Package Fielding and New Equipment Training for the US Army TACOM, Product Manager Heavy Tactical Vehicle platforms. Areas of involvement may include: Project support strategies and internal project policies, processes and strategies; Participating in and/or conducting Integrated Project Team (IPT) and cross-functional staff working group meetings; External Data Calls with customer logistics managers; Logistics assessments and supportability reviews; Project monitoring and control; Logistics plans, products and analyses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate with the Director of Operations and customer logistics managers to ensure solution and customer satisfaction is obtained on project budget and logistical matters
- Coordinate actions, taskings, and orders with the customer, project personnel and corporate staff as required
- Conduct fielding mission planning and coordination in conjunction with project personnel to include travel arrangements and regular customer interface
- Perform required studies and analyses of logistical support specified in the applicable task order and as required by company management. Participate in preparing briefings and presentations and will provide presentations to management
- Review and prepare project funding reports; Monitors expenditures for availability of funds and makes projections regarding expenditure patterns
- Process timesheets, expense reports and internal purchase requisitions for submission and approval
- Assist the Director of Operations on the oversight of project operations. Provide technical assistance on project management procedures and recommend viable solutions to maximize cost effectiveness of mission support to the customer
- Set-up and maintain project production trackers, project funding logs, status charts, graphs, and presentations
- Conduct monthly review of expenditures to monitor project expenditures and proper accountability
- Provide input and analysis for scheduled project operations and financial management reports
- Collect and analyze logistical data in the evaluation of various alternatives to determine the effectiveness of current operations, identify problem areas, and propose solutions
- Work directly with the customer logistics managers in determining support requirements; review field support requirements and recommend most cost effective support packages
- Other duties as assigned

ADDITIONAL BUT NOT LIMITED TO:

- Must be able to communicate effectively to provide reports, documentation and correspondence in regards to work production and other performance required standards
- Must also be able to perform in a fast paced multi-tasked environment

DESIRED SKILLS

- Strong organizational, task coordination and multitasking skills. Flexibility to quickly and smoothly transition among different project efforts
- Strong working knowledge of Army regulations, maintenance programs and systems, work methods and manuals
- Previous federal contract or DOD experience; familiar with the Department of the Army logistics processes and project budgeting and forecasting. Familiar with a variety of military logistical concepts, practices, and procedures
- Capable of identifying and developing recommendations and plans to correct operational, logistical, maintenance and training deficiencies

REQUIRED:

*Must be a U.S. citizen

SKILLS & ABILITIES**Experience:**

- Must possess knowledge of and show the experience for analyzing functional processes to identify required tasks and the interrelationships among tasks; identifying resource requirements for each task; developing functional requirements for supporting project tasks and missions; developing recommendations for functional process improvement
- Skilled in merging logistics and accounting automated files, analyzing the data, and producing comprehensive reports, briefings and diagrams representative of that data
- Experience with developing and implementing logistical policies and procedures within a DOD contract environment
- Ability to apply knowledge, experience and understanding of logistical principles, procedures and policies to support the project operational and logistical requirements
- Ability to effectively coordinate logistical support and operational efforts across organizations, corporate staff sections and project teams and personnel
- Experience in preparing white papers, status reports and briefing material to support reviews to higher management and experience in presenting the same to upper level management
- Strong written and verbal communication skills
- Capability to build consensus among individuals with wide-ranging backgrounds to resolve project issues
- Experience in effectively organizing, assessing and prioritizing actions based on project requirements, schedules and resources

Education: Bachelor's Degree in Business Administration or related field and at least 2 years of DOD related logistical experience. In lieu of formal education, a candidate will possess 10 years of directly related experience or 8 years with an associate degree in a related field.

Computer Skills: Familiar with personal computer operations and office automation applications, to include spreadsheets, databases, graphics, programming languages and work processing. Proficiency in using MS Office software products: Outlook, Excel, Word, PowerPoint.

PHYSICAL DEMANDS

Physical Demands

Stand	O (Occasionally)	Lift/Carry 10 lbs. or less	N (Not Applicable)
Walk	O (Occasionally)	11-20 lbs.	O (Occasionally)
Sit	C (Constantly)	21-50 lbs.	N (Not Applicable)
Handling / Fingering	C (Constantly)	51-100 lbs.	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs.	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs. or less	N (Not Applicable)
Crawl	N (Not Applicable)	13-25 lbs.	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs.	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs.	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs./day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs./day)

To be considered for employment, qualified candidates should visit the METS website at www.metechnicalservices.com and complete an online application under the Logistics Analyst II requisition.